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Fishery Leaflet
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UNITED STATES DEPARTMENT OF THE INTERIOR, Stewart L. Udall, Secretary
James K. Carr, Under Secretary
Frank P. Briggs, Assistant Secretary for Fish and Wildlife
FISH AND WILDLIFE SERVICE, Clarence F. Pautzke, Commissioner
BUREAU OF COMMERCIAL FISHERIES, Donald L. McKernan, Director

Fishery Leaflet 559

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INSTRUCTIONS FOR TYPING MANUSCRIPTS TO BE PRINTED AT THE GOVERNMENT PRINTING OFFICE

(With Exceptions for Manuscripts To Be Processed)

Manuscripts to be printed at the Government Printing Office must conform to requirements set forth in the GPO Style Manual (last edition, 1959). Manuscripts to be published by processing other than printing must conform generally to the same requirements subject to a few exceptions. These requirements and the exceptions presented below are intended to improve the manuscripts proposed for publication and to save time and costs in their preparation.

The following instructions are primarily for the typist who prepares the final draft of the manuscript, but authors and reviewers should be familiar with them.

BASIC INSTRUCTIONS

1. Manuscript copy must be cleanly typed. The ribbon used should make a clear, black impression as the copy will be handled many times and poor impressions soon become illegible.

The original (ribbon) copy should go to the editor in Washington and one clear carbon copy should be provided for Division files. Additional copies, as determined by the Laboratory or field organization, should be prepared for review.

2. Use heavy, white bond paper, 8 inches by 10½ inches, or paper approximating these measurements.

3. Type only on one side of the paper.

4. Leave at least a one-inch margin at top, bottom, and sides of page. Wide margins are needed for editorial marks. This allows 70 typewriter spaces to the line and about 25 lines double space per page.

5. Double space all lines, including tables, legends, footnotes, citations, and quotations.

6. Each page must consist of complete paragraphs. Do not carry part of a paragraph to the following page. This is important, since the manuscript may be divided among several printers. Indent 10 spaces for paragraphing.

7. Type text footnotes immediately after the line in which the reference occurs. Separate the footnote from the text proper by a double space and a line across the page above and below the footnote. Number footnotes consecutively from 1.

8. Type each table on a separate page and insert it immediately following the page containing the first reference to it. Table footnotes are placed below the table and separated from it by a short line. They are numbered separately for each table beginning with footnote 1.

9. Heads and subheads should be centered and an extra space left above and below them. Do not underscore heads of grades 1-4, as that indicates italics to the printer. Do not use a final period.

10. Type legends for the illustrations immediately following the line or paragraph of the text that refers to the illustration. Separate from text with lines as for footnotes. Number the illustrations from 1.

11. Furnish lists of tables and figures on separate sheets. The editor will decide whether or not to publish them with the manuscript.

12. Number pages at top center in pencil or type.

13. Do not staple or bind the pages of the original (ribbon) copy of the manuscripts. You may wish to provide covers for Fishery Leaflets and Circulars. Carbon copies may be fastened, if desired, with a single staple in the upper left corner.

THE PARTS OF A MANUSCRIPT

A manuscript may have several divisions or sections, depending on its complexity or the series for which it is destined. Thus, a manuscript may contain all of the following sections, which usually appear in the order listed.

1. Cover
2. Title page
3. Contents
4. Abstract
5. Text proper
6. Literature cited (or Bibliography)
7. Appendix

COVER

The cover is prepared by the editor and instructions are omitted here.

TITLE PAGE

In preparing the title page, the typist should consult a recent issue of the series for which the manuscript is intended. Basically, it should carry the title of the paper; the author's name; space for the Department seal; series and space for number which is assigned by the editor; Government Printing Office, Washington, D. C.; and the year. (For processed papers, omit the name of the GPO.)

CONTENTS

The table of contents begins a new page, and is double spaced. The heading, CONTENTS, is centered and in caps.

Include all headings through the third grade or rank, and follow each entry with leaders across the page. Type main, or first grade, heads flush; second grade heads are indented 4 spaces; and third grade heads, an additional 4 spaces. Overruns are indented 2 spaces more than the first word of the entry.

Do not use period at the end of the line or caps within the line except for proper names.

ABSTRACT

The abstract begins a new page. The heading, ABSTRACT, is centered and in caps.

TEXT PROPER

The text proper begins a new page. Center the title of the manuscript in caps about two inches from top of the page. Center the name and title of the author and his bureau affiliation two lines below the title of the paper.

Double space throughout the text, including footnotes, legends, tables, citations, and quotations. Begin each page of text proper with a new paragraph and complete each paragraph on the page of its origin. This may result in some pages with the lower part blank, or it may be necessary at times to single space the last three or four lines of the paragraph to complete it on the page.

Figures and tables are referred to in text without capitalization. In parenthetical references, figure may be abbreviated thus: (fig. 1).

Consult the Style Manual for GPO rulings on use of the hyphen in compound words, also on abbreviations, spelling, punctuation, capitalization, and use of numerals. Supplement the Style Manual with Webster's New International Dictionary, 2nd edition.

HEADINGS

Center and capitalize the main heads and second grade subheads; center but do not capitalize third grade subheads; flush fourth grade heads left; and indent fifth grade heads 10 spaces and underscore, follow with a period and two short dashes (e. g., Salmon runs.--)

QUOTATIONS

Double space all quotations. If more than 4 lines, the quoted matter should be separated from the rest of the text by a double space both above and below the quotation. If the quoted matter is short, incorporate it in the body of the text and enclose in quotation marks. Consult Style Manual for GPO rules governing punctuation.

FOOTNOTES

Text footnote

Insert the footnote immediately after the line referring to it. Separate from text proper by a double space and a line across the page both above and below the footnote. Type footnote as a paragraph.

Number consecutively from 1 using shelf ($^{1}/$). Do not use other symbols. It is convenient, when typing long manuscripts, to type in the shelf for reference and footnote and to insert in pencil the serial numbers after the typing is finished.

Table footnote

Paragraph under bottom rule at end of table (or leaderwork). Footnotes are numbered separately for each table or leaderwork, and independently of text footnotes. See Style Manual for position of reference figures in body of the table.

LEGENDS

Double space legends for the illustrations, separating them from text proper by a double space and line across the page above and below. Number illustrations consecutively from 1; i. e., Figure 1.--.

All illustrations are called figures, not "charts, graphs, maps, or photographs".

The typed legend, identical with the one in the text, is attached to the back or to the bottom of drawings or photographs used as illustrations.

Do not use paper clips on any photograph or negative.

ILLUSTRATIONS

Photo copies of drawings, charts, or graphs reduced to approximately the final size and photographs (full size) for illustrations should be included with legends in the ribbon copy and all additional copies for review.

The original drawings, charts, or graphs, properly identified by author and manuscript title, figure number and legend, should be forwarded separately and securely wrapped in a flat package or in a mailing tube.

For more detailed information on illustrations, see Fish and Wildlife Service Circular 116, "Illustrations in Publications of the Fish and Wildlife Service."

TABLES

Each table begins a new page (generally, different compositors or typists set the tables and text proper). Double space the table. Single spacing may seem preferable on rare occasions, at which times it should be used.

The table heading is preceded by the word "Table," followed by the number of the table, a period, and two dashes; i. e., Table 1.--.

See Style Manual or Fishery Leaflet No. 447 for capitalization and punctuation of headings, box heads, and stub.

LITERATURE CITED

The Literature Cited (publications actually referred to in the text) or Bibliography (includes additional references) begins a new page. The words "Literature Cited" (or "Bibliography") should be centered in caps.

List authors alphabetically; and when more than one work is listed for an author, arrange chronologically. Unpublished works are not included in the listing but are placed in footnotes in the text proper at the point of reference to them. Consult recent Service publications in the series for which manuscript is planned to determine form and indentation of the citation. Generally, abbreviations of journal names are to be avoided.

Treat each citation as a paragraph, completing on the same page.

For correct citation style, see Fish and Wildlife Service Circular 115, "Literature Citations in Publications of the Fish and Wildlife Service."

APPENDIX

The heading is centered and in caps. When several appendices are given, they should be headed, Appendix A, Appendix B, etc.

The appendix table heading is preceded by the words "Appendix Table," followed by the table number, a period, and two short dashes; i. e., Appendix Table 1.--. Tables in this section are numbered consecutively from 1.

EXCEPTIONS FOR PROCESSED PUBLICATIONS

Exceptions to preceding rules apply to the typing of manuscripts for processing by offset or by similar means of duplicating, such as the Special Scientific Report--Fisheries, or the Fishery Leaflet.

Basic Instructions

Exception to rule 5. Single space tables and compose them im final form. Avoid large sheets which require folding.

Exception to rule 9. The typist must select among all the varieties of type available on the typewriter the headings which best convey to the reader the logical arrangement of the subject matter. This is discussed fully in Fishery Leaflet No. 447, par. 44 to 54. Use headings recommended in par. 54.

Exception to rule 11. The page numbers of any portion of a manuscript prepared in final form for photographic reproduction and offset printing, such as oceanographic or limnological data, should be marked with Venus Unique pencil, light blue, No. 1216 or similar light blue color that does not photograph.

Text Proper

Exception to rule 6 of Basic Instructions. For processed papers, paragraphs may continue to the next page.

Quotations

In addition to the instruction, previously given, long quotations should have quote marks at the beginning of each paragraph and at the end of the quotation.

Illustrations

To avoid loss, original illustrations should be held in the Laboratory Director's office until we have need for them. Photo copies (8 x 10½) are sufficient.

MS #1331

Created in 1849, the Department of the Interior—America's Department of Natural Resources—is concerned with the management, conservation, and development of the Nation's water, fish, wildlife, mineral, forest, and park and recreational resources. It also has major responsibilities for Indian and Territorial affairs.

As the Nation's principal conservation agency, the Department works to assure that nonrenewable resources are developed and used wisely, that park and recreational resources are conserved for the future, and that renewable resources make their full contribution to the progress, prosperity, and security of the United States—now and in the future.

Revision of Fishery Leaflet 483.